

# Standard Operating Procedure (SOP): End-of-Season Inventory Reconciliation and Reporting

This SOP details the process for **end-of-season inventory reconciliation and reporting**, including systematic counting and verification of stock, identification and documentation of discrepancies, updating inventory records, analyzing inventory data to assess stock levels and usage patterns, and generating comprehensive reports for management review. The goal is to ensure accurate inventory records, support informed decision-making, and facilitate effective resource planning for future seasons.

## 1. Purpose

To provide a structured approach for end-of-season inventory reconciliation and reporting, ensuring stock accuracy, transparency, and informed management decisions.

## 2. Scope

Applies to all inventory items and staff involved in the inventory and reporting processes at the conclusion of each season.

## 3. Responsibilities

- **Inventory Staff:** Execute physical counts, document findings, and report discrepancies.
- **Inventory Supervisor:** Oversee the process, resolve discrepancies, and validate updates.
- **Inventory Manager:** Review reconciliation results and reports, and forward findings to upper management.
- **IT/Data Support:** Ensure inventory systems are functioning and updated as necessary.

## 4. Definitions

### Inventory Reconciliation

The process of matching physical counts with inventory records to identify and resolve discrepancies.

### Discrepancy

Any difference between counted and recorded quantities of stock.

## 5. Procedure

1. **Schedule and Preparation**
  - Set the reconciliation date post-season close.
  - Communicate the schedule to relevant staff.
  - Prepare required inventory listings, count sheets, and materials.
2. **Physical Inventory Count**
  - Assign teams to specific sections or categories.
  - Conduct systematic physical counting of all inventory items.
  - Record actual stock counts on count sheets or devices.
3. **Verification**
  - Compare physical counts to inventory records from the system.
  - Double-check high-value and frequently discrepant items.
4. **Discrepancy Identification and Documentation**
  - List all discrepancies found (overages, shortages, damages, etc.).
  - Document potential reasons in the discrepancy log.
5. **Inventory Record Update**
  - Adjust inventory records in the system to match the physical count, with manager approval.
  - Retain all supporting documentation.
6. **Data Analysis**
  - Analyze ending stock levels and usage patterns.
  - Identify slow-moving, obsolete, or out-of-stock items.
  - Prepare charts or graphs as needed.
7. **Reporting**
  - Prepare a comprehensive report including reconciliation results, key findings, and recommendations.
  - Include an executive summary and attach relevant data tables/charts.
  - Submit the report to management for review and decision-making.

## 6. Records

- Physical count sheets
- Discrepancy logs
- Updated inventory system records (digital and/or printed)
- End-of-season inventory reconciliation report

## 7. Appendices

Document	Description
Inventory Count Sheet Template	Standard format for capturing physical stock counts.
Discrepancy Log Template	Record identified discrepancies and corrective actions.
Seasonal Analysis Chart	Template for presenting inventory trends and findings.

## 8. Review and Revision

This SOP will be reviewed annually, at the end of each inventory cycle, and amended as required.